

# Early Learning Center



Educational Products Inc.

...making teaching a little easier

If parts are missing or you experience problems, please call:

**1-800-267-8494**

Have your packing slip ready for reference

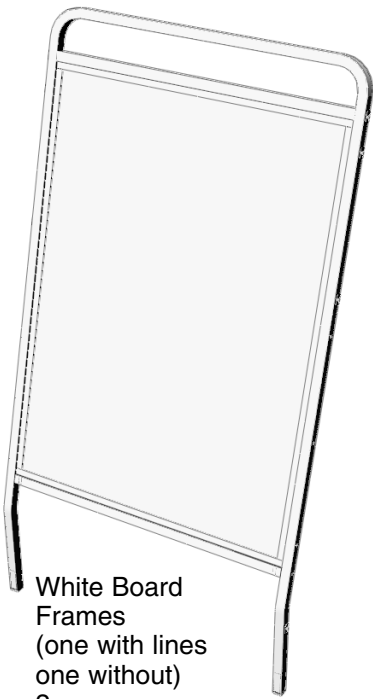
or email [info@copernicus.com](mailto:info@copernicus.com)

**10 Year**  
Frame  
Warranty

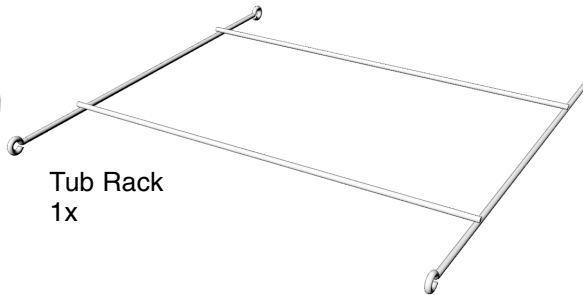
**Life Time**  
Tub  
Warranty



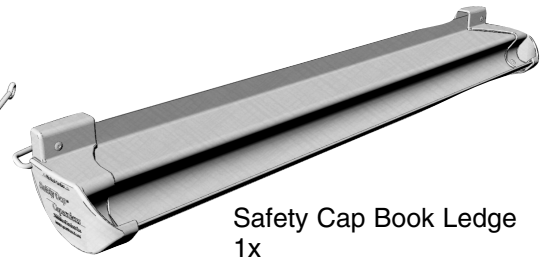
## Contents of Box 1



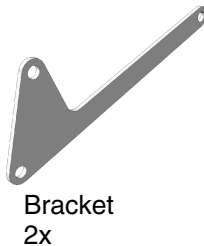
White Board  
Frames  
(one with lines  
one without)  
2x



Tub Rack  
1x



Safety Cap Book Ledge  
1x



Bracket  
2x



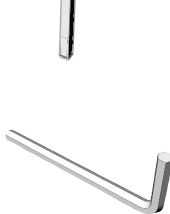
2" Twin Wheel  
Locking Casters  
4x



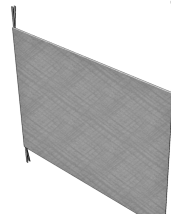
Chart Loop  
Hooks  
2x



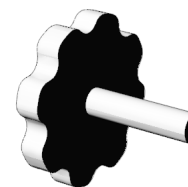
Chart Hooks  
2x



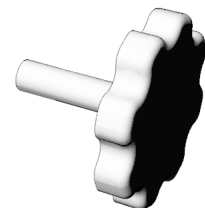
Assembly Wrench  
1x



Roll Up Felt  
Surface  
1x



Knobs  
2x



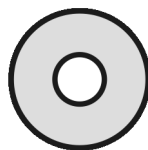
### ACTUAL SIZE



20mm  
Bolt  
8x

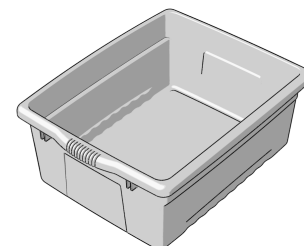


Lock  
Washer  
6x



Nylon  
Washer  
4x

## Contents of Box 2

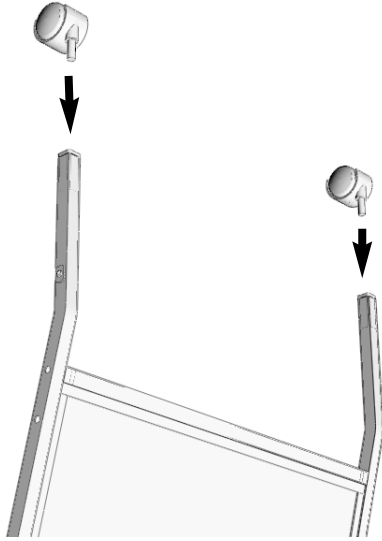


Open Tubs  
2x

**NOTE: Do not tighten any fasteners until the unit is fully assembled**

### 1 Install Casters

- place White Board Frame upside down
- push caster stem into the caster insert
- tap in with a mallet if necessary
- repeat for other White Board Frame



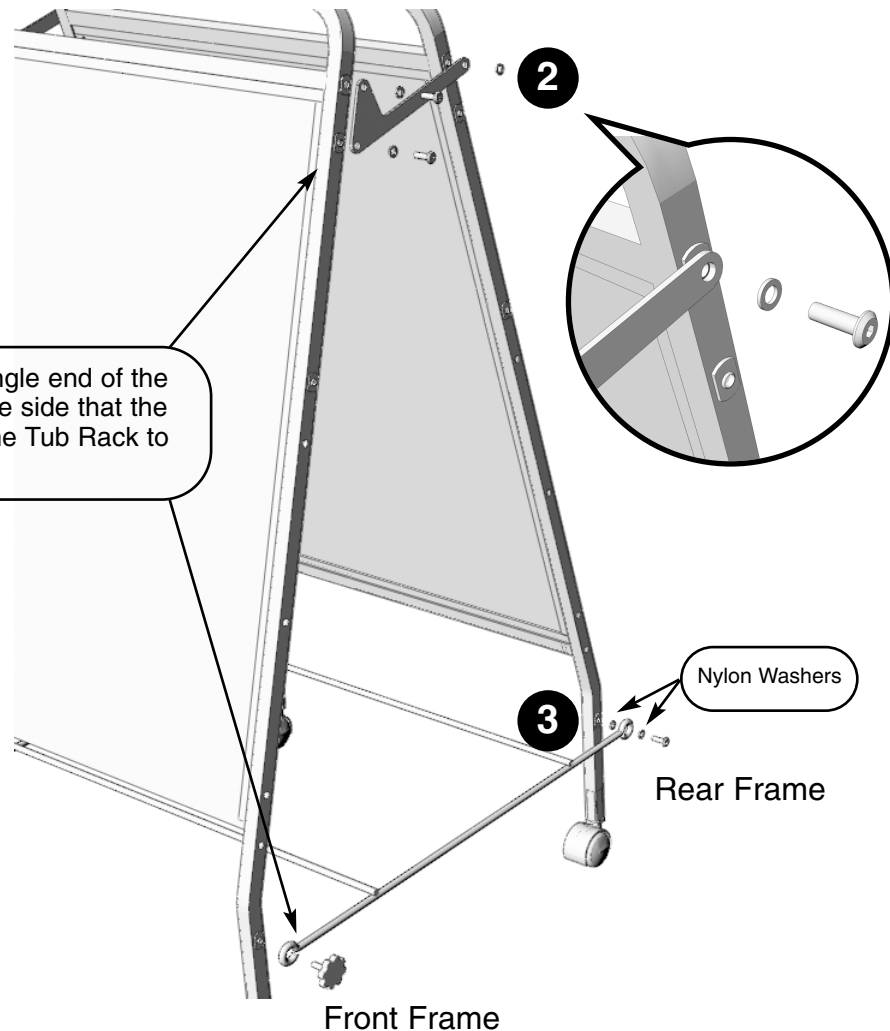
### 2 Attach Brackets

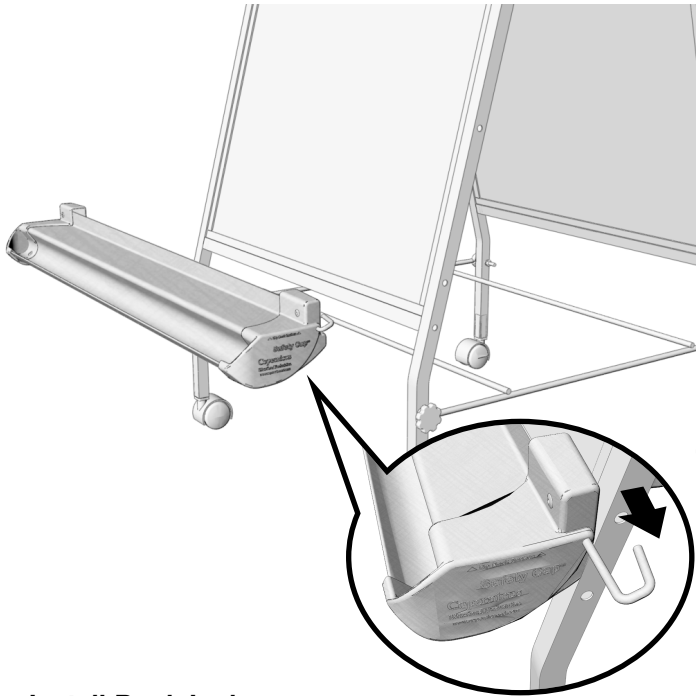
- place White Board Frames on their sides facing away from each other
- select one to be the front
- align Bracket with the triangle end over the two holes on the front White Board Frame
- fasten the Bracket to the front White Board Frame with two 20mm bolts & lock washers
- align the hole on the back of the bracket with the top hole on the rear White Board Frame
- fasten to the rear White Board Frame with 20mm bolt & lock washer
- repeat for other side of White Board Frames, ensuring that the Bracket points in the same direction

### 3 Install Tub Rack

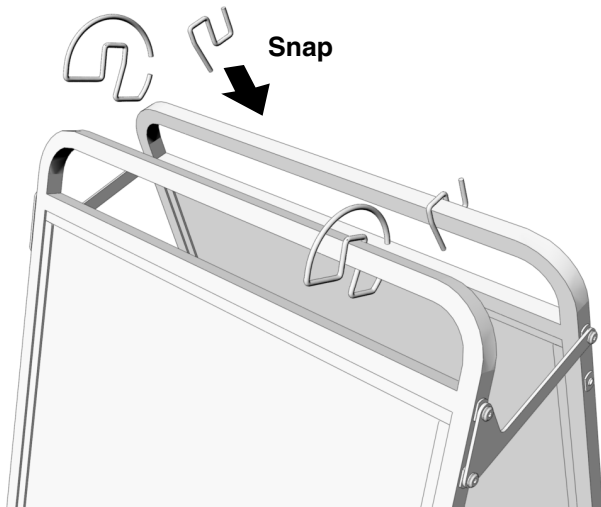
- align the loops of the Tub Rack with the bottom holes in the rear White Board Frame
- fasten to the rear White Board frame using 20mm bolts & nylon washers
- Align the other loops of the Tub Rack with the bottom holes in the front White Board Frame
- fasten with Knobs

NOTE: Ensure that the triangle end of the Bracket is used on the same side that the Knobs are used to fasten the Tub Rack to the Frame

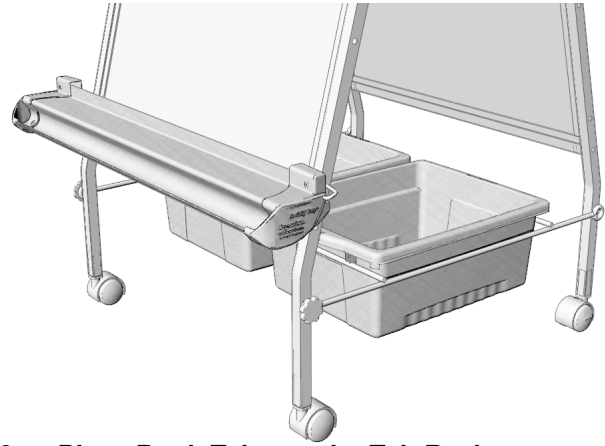




- 4 Install Book Ledge**
- there are three positions for your convenience
  - insert one hook into the appropriate hole in one side of the frame
  - pull out the opposite hook & snap into place
- Note: the spring tension is designed to discourage children from unhooking the Book Ledge**



- 5 Snap the Hooks onto the Front & Rear Frames**
- place the empty hardware bag over frame to prevent scratching



- 6 Place Book Tubs on the Tub Rack**
- insert from the sides
- 7 Place Felt Surface on desired White Board**

### Validate your Warranty

To validate your ten year frame warranty and lifetime tub warranty, submit the ON-LINE form at [www.copernicused.com](http://www.copernicused.com)  
 User name: quality  
 Password: safety#1

If you think education is expensive, try ignorance.

DEREK BOK

Quality schools are the result of quality teachers going above and beyond the call of duty.

VICKI CARUANA

In everyone's life at some time our inner fire goes out. It is then burst into flame by an encounter with another human being. We should all be thankful for those people who rekindle the inner spirit.

ALBERT SCHWEITZER

Nothing has a better effect upon children than praise.

SIR PHILIP SIDNEY

Superman isn't brave. You can't be brave if you are indestructible. It's every day people like me and you that are brave. Knowing we can easily be defeated but still continue forward. That's TRUE bravery!

JESSE DOWNS

# Important Tips for Your White Board Surfaces

## Before Use

1. Some boards are shipped with a protective plastic film to prevent scratches. Be sure to remove this film prior to writing on the surface.
2. Spray your board with a white board cleaner and wipe with a soft cloth. Rinse with water and dry with a soft dry cloth.

## User Tips

\*\*We highly recommend Expo® brand dry erase markers (“low odor” markers are best for using around children, but may not erase as easily as regular “high odor” markers).

## DO

- Erase after every use with a clean dry soft cloth or eraser (eraser should be specifically designed for white boards)
- Use white board cleaner at least 2 to 3 times a week
- Replace your dry erase markers as needed to avoid “ghosting”

## DON'T

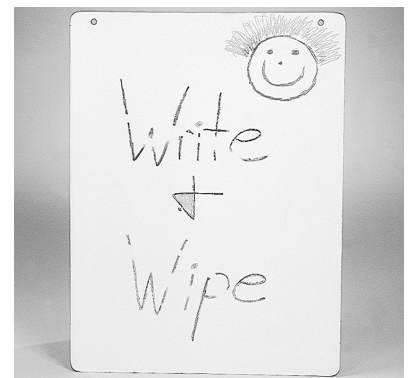
- Use abrasive erasers, cleaners, sponges or rags
- Use a chalkboard eraser
- Use a wet eraser
- Use permanent marker – Keep them away from your white boards!

## Tips to Remove Permanent Marker

1. Using a dry erase marker, write over top of permanent marker. Let dry. Erase. Repeat a few times.
2. Use a white pencil eraser
3. With a very small amount of isopropyl alcohol (rubbing alcohol) on a soft cloth, clean stained area only. Rinse with water. Dry with soft cloth. Repeat a few times.
4. SoySafe™ white board Cleaner & Restorer is also perfect for removing permanent marker stains. Copernicus item # AC405.
5. Paint thinner may also be used (by an adult only in a well ventilated area and not around children). Rub it off right away with a soft cloth and immediately clean the surface with a white board cleaner.



Dry Erase metal panel



Removable Dry Erase Board (WB63)



Removable Lined Dry Erase Board (WB65)



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